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OFFICE OF THE SECRETARY OF DEFENSE

WASHINGTON, DC 20301

Administration
& Management

January 8, 1990

ADMINISTRATIVE INSTRUCTION NO. 29

SUBJECT : Incentive Awards

References: (a) Administrative Instruction No. 29, "The Incentive Awards Program, " September 4, 1987 (hereby canceled)
(b) Title 5, United States Code, Chapters 43, 45, and 54
(c) Title 5, Code of Federal Regulations, Parts 430, 451, and 540
(d) Administrative Instruction No. 63, "Performance Management System for General Schedule and Wage System Employees, " September 8, 1987
(e) through (g), see enclosure 1

A. REISSUANCE AND PURPOSE

This Instruction reissues reference (a) and implements chapters 43, 45, and 54 of reference (b) by establishing and conducting an Incentive Awards Program to recognize employee accomplishments achieved through suggestions, inventions or special acts or services.

B. APPLICABILITY

This Instruction applies to military and civilian personnel (includes members of the Senior Executive Service (SES) and employees covered under the Performance Management and Recognition System (PMRS)) regularly assigned to the Office of the Secretary of Defense (OSD), the Joint Staff (JS), and other activities for which administrative support is provided by Washington Headquarters Services (WHS).

c. DEFINITION

The terms used in this Instruction are defined in enclosure 2.

D. POLICY

It is OSD policy that the Incentive Awards Program shall:

1. Ensure that the type of recognition granted is in keeping with the value of the employee's contribution.

2. Ensure that maximum benefits for the Government are obtained by considering the applicability of the employee contributions throughout the Federal Government.

3. Ensure that awards are not used as a substitute for other personnel actions or as a substitute for pay.

4. Ensure that awards are used to motivate, recognize, and reward eligible personnel as individuals or groups for contributions to efficiency, economy', or other improvements in Government operations.

5. Ensure that awards are used to the extent that shall best support and enhance Agency goals and objectives.

6. Ensure that due weight is given to Superior Accomplishment Awards when rating and ranking an employee for promotion and that all approved award recommendations are documented fully in the employee's official personnel folder.

7. Ensure that supervisory and management officials are trained properly in the effective use of awards covered by this Instruction.

8. Ensure that adequate funds are available for payment of awards.

9. Implement the regulatory requirements of the Office of Personnel Management (OPM) by establishing and conducting the Superior Accomplishment Awards Component of the Personnel Management System that shall be treated as an integral part of the Performance Management Plan under 5 C.F.R.. 430, 451, and 540 and Administrative Instruction No. 63 (references (c) and (d)).

10. Provide a final board of review (hereafter referred to as the OSD/JS Incentive Awards Board) to review and recommend approval or disapproval of honorary and monetary award nominations, with the exception of performance-based monetary awards, other than those begun by the Secretary of Defense or the Deputy Secretary of Defense.

E. RESPONSIBILITIES

1. Supervisors at all levels shall:

a. Identify employees or groups of employees, whose superior accomplishment or suggestions merit special recognition, and promptly recommend them for the applicable awards.

b. Evaluate suggestions and ideas promptly to determine applicability within their respective administrative areas and their possible application within other DoD areas and within other Federal Agencies.

2. OSD Component Heads shall:

a. Ensure that program or operational areas, where superior accomplishment may warrant award consideration, are identified through normal management review and control process.

b. Encourage supervisors to identify those employees or groups of employees deserving award consideration and to request that those award recommendations be submitted expeditiously.

c. Approve or disapprove monetary or honorary award recommendations. This approval and/or disapproval authority should not be redelegated below the level of Deputy Assistant Secretary (DASD) in OSD, or Director in the JS.

3. The OSD/JS Incentive Awards Board shall:

- a. Review and authorize payment of Superior Accomplishment Awards not exceeding \$10,000.
- b. Notify OSD Component when nomination for awards are approved or disapproved.
- c. Arrange for preparation of honorary awards or payment of monetary awards.
- d. Monitor the operation of the Incentive Awards Program to ensure uniformity of policy and coordination with related programs.
- e. Recommend procedures, guides, and standards for improving the Incentive Awards Program.

4. The Director for Personnel and Security, WHS, or Servicing Personnel Office shall:

- a. Ensure that approved awards, both honorary and monetary, meet the eligibility requirements and are in accordance with OPM Regulations.
- b. Process monetary awards expediently after the approved nominations are received.
- c. Provide the Executive Secretary to the OSD/JS Incentive Awards Board.
- d. Forward award nominations in excess of \$10,000 and up to \$25,000 to the DASD(CPP), OASD(FM&P) for submission to OPM.
- e. Prepare an annual report on program activities and expenditures for the past fiscal year and the amount budgeted for Superior Accomplishment Awards for the current fiscal year for submission to OPM.

F. TYPES OF INCENTIVE AWARDS

1. Superior "Accomplishment Award. This award is a monetary or honorary form of recognition for a contribution resulting in tangible benefits or savings and/or intangible benefits to the Government.
2. Special Act or Service. This award is granted for a contribution or accomplishment in the public interest that is a non-recurring contribution either within or outside job responsibilities, a scientific achievement, or for the courageous handling of an emergency situation.
3. Supervisor's Cash Award (SCA). The SCA is a small cash award that may be given by a supervisor for day-to-day accomplishments. Examples of achievements warranting the SCA are as follows:

a. Streamlining, eliminating, or modifying an office procedure to improve effectiveness, efficiency, or timeliness.

b. Accomplishing a specific, one-time, or special assignment that required extra effort or resulted in the organization receiving recognition for responsiveness to unprogrammed requirements.

c. Completing of special, short suspense projects that contribute to the mission of the organization. The amount of the award (\$25 to \$250) shall be determined by the supervisor who shall take into consideration the significance of the employee's contribution and the time period worked. This award may be given to when actually employed (WAE) and *summer* employees. The nomination for the SCA shall be reviewed and concurred on by an official at least one level higher than the official recommending the award and submitted by transmittal memorandum to the Labor and Management Employee Relations Division, Directorate for Personnel and Security, WHS. The memorandum shall contain a short description of the employee's achievements, indication that the award is an SCA, the amount of the award, the nominee's Social Security number, and a description as to how the award was determined. Processing the SCA shall be accomplished as expeditiously as possible.

G. SUGGESTIONS

1. Eligibility. Monetary awards are paid for ideas (including patentable ones) that save manhours, materials, supplies, equipment, or money; that improve the quality, effectiveness, or timeliness of a Government function; or that result in improved service to the public. The idea shall not only identify the problem but shall prescribe a specific course of action. Additionally, the idea must not be already under consideration.

2. Exclusions. These are suggestions that do the following:

a. Specify the need for routine maintenance work.

b. Recommend the enforcement of existing rules.

c. Propose changes in housekeeping practices or changes in working conditions for personal comfort.

d. Propose an employee service or benefit unrelated to productivity.

e. Call attention to errors or alleged violations of regulations.

These suggestions shall be forwarded to the organization having the responsibility for the functions involved for consideration, even though such suggestions are not eligible for a cash award.

3. Time Limits. An idea shall be placed into effect within a specified time period (not more than 1 year) from the date of final action on the suggestion. Ideas submitted for award consideration after adoption shall be submitted within a specified time period (not more than .3 ☐ onths) to be eligible for an award.

4. Format. Suggestions shall be typed or printed on DD Form 355 (enclosure 3). All blocks shall be completed and signed by the suggester. This signature constitutes an agreement that the use of the suggestion by the United States shall not form a basis for any further claims on the United States by the suggester; the suggester's heirs; assignees; or any other person; and a warranty that at the time the award is accepted, the suggester has not assigned or otherwise been divested of legal or equitable title to any property right residing on the idea, method, or device for which the award is made. The form shall contain a complete, factual, and specific explanation of the suggestion. The form shall explain what the present practice is, the suggested change, where and how it may be used, and what benefits may be derived from it. It shall include all information available to the suggester, such as stock and form numbers and titles.

5. Processing Suggestions

a. The suggester normally shall submit suggestions through his or her immediate supervisor, which may result in a more expeditious adoption of the suggestion as submitted or may result in a revision to a form expected to be adopted. If the suggester does not wish to submit the suggestion to the immediate supervisor, submission may be made directly to the Executive Secretary, OSD/JS Incentive Awards Board.

b. The Executive Secretary to the OSD/JS Incentive Awards Board shall route the suggestion to the office of primary responsibility for evaluation.

c. If the suggestion is related to his or her office's operation, within 5 working days from the receipt of the suggestion the evaluator shall determine whether the suggestion is eligible or ineligible for adoption and whether or not a contribution of additional material shall improve the eligibility of the suggestion. If the suggestion is recommended for adoption, the evaluator shall forward the evaluation on SD Form 443 (enclosure 6), in duplicate, to the OSD Component Head. If the suggestion is not related to his or her office's operation, the evaluator shall forward the suggestion with a recommendation to the responsible evaluating official.

d. OSD Component Heads, or their designees, if within their areas of responsibility, within 20 working days shall:

(1) Analyze and adjudicate the suggestion evaluator's findings and recommendations.

(2) Adopt or disapprove the suggestion.

(3) Determine the amount of the monetary award in accordance with enclosures 4 and 5.

(4) Approve cash awards not exceeding \$10,000.

(5) Forward a copy of the suggestion and SD Form 443, together with certification that the suggestion has been, or shall be, put to use, to the OSD/JS Incentive Awards Board.

If the recommended cash award exceeds \$10,000, the OSD Component Head shall forward the suggestion and completed SD Form 443 with a recommendation of the amount to be awarded to the OSD/JS Incentive Awards Board.

e. The OSD/JS Incentive Awards Board shall:

(1) If the amount of the award does not exceed \$10,000, forward authorization for payment to the Chief, Civilian Pay, Department of the Air Force. A copy of the authorization shall be forwarded to the OSD Component Head. Awards of \$250 or less shall be financed by the submitting rather than the adopting OSD Component.

(2) If the amount of the award exceeds \$10,000, forward the suggestion and the SD Form 443 with the award recommendation to the DASD(CPP), OASD(FM&P).

(3) If the suggestion has applicability elsewhere within or outside the OSD, forward such suggestion to the evaluating office within 5 working days after receipt. The Board shall follow-up on the referral within 30 days to determine the status. If approved, the Board shall check the award recommendation for compliance with established award scales and process the award for payment. If disapproved, the suggester shall be informed through the OSD Component Head of the reason for disapproval.

H. INVENTIONS

1. Military and civilian personnel are encouraged to submit communications on inventions to the applicable patent office of the Military Departments.

2. The patent office, after determining that the invention is of value, shall forward notice of the invention disclosure to the OSD/JS Incentive Awards Board.

3. The OSD/JS Incentive Awards Board shall process any award recommendation for immediate payment in accordance with DoD Instruction 5120.16, enclosure 2, subsection II.E. (reference (e)), and shall place a copy of the approved document in the employee's official personnel folder.

I. HONORARY AWARDS

1. Presidential Award for Distinguished Federal Civilian Service. Established by E.O. 10717 (reference (f)), this award is the highest honor a career employee may receive for extraordinary achievement in Federal service. The award is given only to career service people, or to those whose Federal service, in the opinion of the Presidential Board, reasonably may be considered to be career service. Consisting of a gold metal suspended from a blue and white neck ribbon, a citation, and high ability in carrying out the mission of the Government. Nominations shall be submitted to the ASD (FM&P). Nominating criteria and deadlines for recommendations shall be announced periodically.

2. DoD Distinguished Civilian Service Award. Established by DoD Instruction 5120.16 (reference (e)), this award consists of a citation signed by the Secretary of Defense, a large medal, a miniature medal, and a rosette. Not more than six competitive awards are granted annually to U.S. citizen employees of the Department of Defense for exceptional devotion to duty and extremely significant contributions of broad scope to efficiency or other improvements in operating the Department of Defense. Recommendations shall be submitted by February 1 of each year to the ASD(FM&P). Nominations from activities covered by this Instruction shall be subject to review by the OSD/JS IAB before submissions to the ASD (FM&P). Criteria for submitting these recommendations shall be announced in accordance with enclosure 3, subsection I.A., of reference (e).

3. Secretary of Defense Meritorious Civilian Service Award. This award is the second highest civilian service award and is given to career civilian employees who have distinguished themselves by exceptional meritorious service of major significance to the Department of Defense. The award consists of a citation signed by the Secretary of Defense, a large medal, a miniature medal, and rosette. Supporting narrative justification and a double-spaced draft of a proposed citation shall be submitted by the OSD Component Head, or the principal designee, to the Chair, OSD/JS Incentive Awards Board, Room 3B347, the Pentagon, Washington, D.C. 20301-1155, in an original version with six hard copies. In addition to personnel covered by this Instruction, this award may be granted to employees of other DoD Components or other Government Agencies for services deemed applicable by the Secretary of Defense. The Secretary of Defense is the final approval authority for this award.

4. Office of the Secretary of Defense Civilian Service Award. This award was established to recognize civilian employees of OSD and OJCS whose contributions are not broad enough or of such significance to warrant a higher-level honorary award. The award consists of a medal, lapel pin, and citation signed by the OSD Component Head. This award may be approved at the Assistant Secretary level, or equivalent, in OSD or Director level in the JS. The nominees for this award shall have served a minimum of 5 years with OSD or JS. Supporting narrative justification and a double-spaced draft of a proposed citation shall be submitted by the OSD Component Head, or the principal designee, to the OSD/JS Incentive Awards Board, Room 3B347, the Pentagon, Washington, D.C. 20301, in an original version with three hard copies.

5. The Office of the Secretary of Defense Civilian Career Service Award. This award was established to recognize employees' career service extending over a period of years. This service may include a combination of military and civilian service and may be granted by a DASD in OSD or an equivalent in the JS. The award consists of an engraved plaque. To be eligible for this award, the nominee shall have received some form of prior recognition for above-average achievements (such as a quality step increase or a performance award). Supporting justification shall be submitted by the OSD Component Head to the OSD/JS Incentive Awards Board, Room 3B347, the Pentagon, Washington, D.C. 20301-1155, in an original version with three hard copies.

6. The Office of the Secretary of Defense Award for Outstanding Achievement. This award was established to recognize non-career (such as Excepted Service, Schedule C) civilian employees within or outside the OSD or the JS whose

contributions are noteworthy but are not broad enough in scope to warrant a higher-level honorary award. This award may be approved at the Assistant Secretary level, or equivalent, in OSD or the Director level in the JS. The recipient of this award shall have received a performance rating of Outstanding in the current position. Supporting justification shall be submitted by the approving authority to the OSD/JS Incentive Awards Board, Room 3B347, the Pentagon, Washington, D.C. 20301-1155, in an original and three hard copies no later than the second Wednesday of each month. The award consists of an engraved plaque.

7. The Office of the Secretary of Defense Award for Excellence. This award was established to recognize civilian employees from other government agencies and individuals appointed as consultants or experts who have made significant contributions to the mission of the OSD or the JS. The nominee may have served on a detail assignment for a specific one-time project or appointed specifically for the project. The project to which assigned, appointed or detailed should have existed for at least six months. Supporting justification shall be submitted by the head of the OSD Component or the Director level in the JS who was responsible for the initiation and/or completion of the project in an original and three hard copies to the OSD/JS Incentive Awards Board, Room 3B347, the Pentagon, Washington, D.C. 20301-1155, no later than the second Wednesday of each month. The award consists of an engraved plaque.

8. Length-of-Service Awards

(a) U.S. citizen employees of the OSD and the JS who complete 10, 20, 30, 40, and 50 years of satisfactory Federal service shall be awarded length-of-service emblems and certificates applicable to their length of service. Total Federal civilian and all honorable military service shall be creditable toward eligibility for a length-of-service emblem. Creditable service shall be figured from the "service computation date" established for each employee.

(b) The Director for Personnel and Security, WHS, shall identify, on a monthly basis, those employees who are eligible for length-of-service recognition. Certificates and pins for employees shall be provided to the office of assignment. Presentation ceremonies shall be arranged by the offices in which the eligible employees are assigned.

9. National Security Medal. Established by E.O. 10431 (reference (g)), this medal is awarded by the President, or designee, for distinguished achievement or outstanding contributions in the field of intelligence relating to national security. Individuals submitting nominations shall have personal knowledge of the contributing facts, either as an eyewitness or from the testimony of others who have personal knowledge or were eyewitnesses. Each recommendation shall show the exact status of the individual at the time the act or service was performed, including information on citizenship and employment. Complete documentation, including the necessary certificates, affidavits, or sworn transcripts of testimony, shall accompany the recommendation. Recommendations shall be forwarded to the National Security Council through the OASD(FM&P).

10. Nongovernmental Awards. At various times during the year, outstanding civilian Federal employees may be nominated for awards sponsored by non-federal organizations. Among these are the following:

a. Arthur S. Flemming Awards. Ten awards are given annually by the Junior Chamber of Commerce of Washington, D.C., to men under 40 years of age in the Federal service who have made a significant contribution to the Government that has resulted in the following:

(1) Material improvement in service.

(2) Substantial financial savings.

(3) Significant social or technological progress.

(4) Performance that generally has been outstanding, even though not connected with a specific accomplishment.

The award consists of an engraved plaque.

b. Financial Management Awards. The Washington Chapter of the Federal Government Accountants Association annually makes several awards for outstanding achievement in the improvement of financial management in the Federal service. The award consists of a scroll.

c. William A. Jump Memorial Award. This award is given annually by the William A. Jump Memorial Foundation to a Federal employee who has not reached 37 years of age by December 31, and whose performance demonstrates outstanding competence, integrity, interest in public administration, qualities for leadership, and close adherence to the basic principle of enlightened public service. The award consists of a certificate and a gold key.

d. Other Awards. There are other awards presented at irregular intervals by nongovernment organizations; the competition for which is open to all Government employees in particular fields. Information on these awards shall be disseminated by the OSD/JS Incentive Awards Board as received. Information for the nominating procedures and dates of submission for the above awards shall be announced periodically by the OSD/JS Incentive Awards Board.

11. Other Honorary Recognition Devices

a. Certificates and letters of appreciation or letters of commendation may be granted by supervisors for specific instances of above-average performance or work achievements that warrant special recognition, but do not meet the criteria for established awards.

b. Citations may be granted in recognition of special contributions in the area of Equal Employment Opportunity. -Award recipients shall be those who have achieved outstanding results through unusually effective leadership, skill, imagination, innovation, and perseverance in extending equal employment opportunity in Government activities. Recommendations for these awards shall be approved by the OSD Component Head or officials of equivalent rank. The approved recommendation shall be forwarded to the Executive Secretary, OSD/JS Incentive Awards Board, for issuing of the certificate.

J. EFFECTIVE DATE

This Instruction is effective immediately.



D. O. Cooke
Director

Enclosures - 6

1. References
2. Definitions
3. DD Form 355, "Employee Suggestion"
4. Award Scale A, "Award Scale for Suggestions, Inventions, Special Acts or Services, and Scientific Achievements Resulting in Tangible Benefits to the Government"
5. Award Scale B, "Award Scale for Suggestions, Inventions, Special Acts or Services, and Scientific Achievements Resulting in Intangible Benefits to the Government"
6. SD Form 443, "Suggestion Evaluation"

REFERENCES, continued

- (e) DoD Instruction 5120.16, "Department of Defense Incentive Awards Program: Policies and Standards," July 15, 1974
- (f) Executive Order 10717, "The President's Award for Distinguished Federal Civilian Service," June 27, 1957, as amended
- (g) Executive Order 10431, "National Security Medal," January 19, 1953

DEFINITIONS


1. Contribution. An accomplishment achieved through an individual or group effort in the form of a suggestion, an invention, a special act, or a service in the public interest connected with official employment, which contributes to the efficiency, economy, or other improvement of Government operations or achieves a significant reduction in paperwork.
2. Honorary (Nonmonetary). A medal, certificate, plaque, citation, or other similar item that has an award or honor connotation.
3. Intangible Benefits. Benefits to the Government that are not measured in dollar savings.
4. Monetary Award. A lump sum cash award which, in addition to regular pay, does not increase an employee's base pay and is subject to the withholding of income taxes.
5. OSD Component Head. Includes Chairman, Joint Chiefs of Staff; Director, Joint Staff; Under Secretaries of Defense; Assistant Secretaries of Defense; General Counsel, DoD; Assistants to the Secretary of Defense; Directors of Program Analyses and Evaluation, Strategic Defense Initiative Organization, Operational Test and Evaluation, Defense Advanced Research Projects Agency, and Defense Security Assistance Agency; Defense Advisor, U.S. Mission to NATO; Chief Judge, U.S. Court of Military Appeals; and Director, Washington Headquarters Services.
6. Superior Accomplishment Award. A monetary or honorary award for contribution resulting in tangible benefits or savings and/or intangible benefits to the Government.
7. Tangible benefits. Benefits or savings to the Government that are measured in terms of dollars.

EMPLOYEE SUGGESTION

INSTRUCTIONS

1. Complete items 1 - 11 in Section I, ● II of Section u. ● nd the return ● dd- in Section III
2. Describe your suggestion completely Use ● ddmonal sheets of paper ● nd include drawing! or pictures if necessary
- 3 Forward your suggestion to the OSO / JS Incentive Awards Shard. Room 38347. The Pentagon. Washington, DC 20301-1155

SECTION I - GENERAL INFORMATION

1. SUGGESTION NUMBER		2. SUBJECT OF SUGGESTION			
NAME OF SUGGESTER (Last, First, Middle Initial)		5. ORGANIZATION (X one)			
HOME ADDRESS (Number and Street or RFD No., City, State & Zip Code)		<input type="checkbox"/> a. DoD	<input type="checkbox"/> b. WHS	<input type="checkbox"/> c. JS	<input type="checkbox"/> d. Other (Specify)
JOB TITLE		6. ORGANIZATION SUBDIVISION (Dept., Division, Section, Unit or Shop)			
8. GRADE OR RANK		9. WORK TELEPHONE NUMBER			
B. DO YOU DESIRE YOUR SUGGESTION TO BE PROCESSED ANONYMOUSLY (X w) 				YES	NO
1. CERTIFICATION. I hereby agree that the use of this suggestion by the United States shall not form the basis of a further claim of any nature upon the United States by me, my heirs, or assigns.		7. SIGNATURE OF SUGGESTER			8. DATE SIGNED (YYMMDD)

(This portion of form will be detached by Executive Secretary before Awards Committee considers your suggestion.)

SECTION U - SUGGESTION

1. SUGGESTION NUMBER	2. I BELIEVE THIS SUGGESTION WILL (x <input type="radio"/> u that <input checked="" type="radio"/> *)			
	<input type="radio"/> a SAVE TIME	<input type="radio"/> b SAVE MATERIAL	<input type="radio"/> c IMPROVE METHODS	<input type="radio"/> d IMPROVE SAFETY
	<input type="radio"/> e SIMPLIFY WORK <input type="radio"/> f OTHER (Specify)			
3. SUGGESTION DESCRIPTION (Describe suggestion completely. Describe the present practice, suggested change, where and how it can be used, and benefits to be derived from its use.)				

(Continue on reverse side and use additional sheets if necessary.)

(Continue on reverse side and use additional sheets if necessary.)

Do Form 355. NOV 89

Previous editions are obsolete.

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SECTION ||| - SUGGESTION ACKNOWLEDGEMENT

1. SUGGESTION NUMBER		2. SUBJECT OF SUGGESTION	
3. ACKNOWLEDGEMENT. Thank you for your suggestion. It has been assigned the above suggestion number. Careful consideration will be given your suggestion and you will be kept advised as to action taken. Your interest in presenting this idea is appreciated.		a. SIGNATURE OF EXECUTIVE SECRETARY, AWARDS COMMITTEE	b. DATE SIGNED (YYMMDD)
4. RETURN TO: (Please print your name and home address in the space provided below, keeping within the printed corner marks.)			

AWARD SCALE A

AWARD SCALE FOR SUGGESTIONS, INVENTIONS, SPECIAL ACTS OR SERVICES, AND SCIENTIFIC
ACHIEVEMENTS RESULTING IN TANGIBLE BENEFITS TO THE GOVERNMENT

<u>First-Year Tangible Benefits</u>	<u>Amount of Award</u>
Less than \$250	No cash award
\$250 - \$10,000	10 percent of benefits
\$10,001 - \$100,000	\$1,000 plus 3 percent of benefits over \$10,000
\$100,000 or more	\$3,700 plus 0.5 percent of benefits over \$100,000 (maximum \$25,000)

AWARD SCALE B

AWARD SCALE FOR SUGGESTIONS, INVENTIONS, SPECIAL ACTS OR SERVICES AND SCIENTIFIC ACHIEVEMENTS RESULTING IN INTANGIBLE BENEFITS TO THE GOVERNMENT 1

Value of Benefits	Extent of Application			
	Limited	Extended	Broad	General
	Affects functions, mission, or personnel of one office, facility, installation, or an organizational element of a headquarters Affects a small area of science or technology	Affects functions, mission, or personnel of several offices, facilities, or installations Affects an important area of science or technology	Affects functions, mission or personnel of an entire regional area of command. May be ● ppiubk to all of an independent agency or ● large biucau Affects a broad area of science or technology	Affects functions, mission or personnel of several regional areas or commands, or an entire department or large independent agency, or is in the public interest throughout the Nation or beyond
MODERATE VALUE- Change or modification of an operating principle or procedure which has moderate value sufficient to meet the minimum standard for a cash award: an improvement of rather limited value of a product, activity, program, or service to the public	2 \$25 - 100 (compare w/\$50 - 1,000 tangible benefits)	● x\$ - 250 (compare w/\$1,000 - 2,500 tangible benefits)	\$250 - 500	\$500 - 1,000
SUBSTANTIAL VALUE- Substantial change of modification of an repenting principle or procedure; an important improvement to the value of a product, ● ctivity, program, or service to the public	\$100 - 250 (compare w/\$1,000 - 2,500 tangible benefits)	\$250 - 500 (compare w/\$1,000 - 2,500 tangible benefits)	\$500 - 1,000 (compare w/\$5,000 - 10,000 tangible benefits)	\$1,000 - 2,500
HIGH VALUE- Complete revision of a basic principle or procedure: a highly significant improvement to the value of a product, major activity, or program, or service to the public	\$250 - 500	\$500 - 1,000 (compare w/\$5,000 - 10,000 tangible benefits)	\$1,000 - 2,500 (compare w/\$10,000 - 60,000 tangible benefits)	● . . ' s ' s (compare w/\$360,000 - 360,000 tangible benefits)
EXCEPTIONAL VALUE- Initiation of a new principle or major procedure: a superior improvement to the quality of a critical product, activity, program, or service to the public	\$500 - 1,000	\$1,000 - 2,500	\$2,500 - 5,000 (compare w/\$60,000 - 360,000 tangible benefits)	\$5,000 - 10,000 (compare w/\$360,000 - 1,360,000 tangible benefits)

1. Intangible benefits

a. In determining awards on the basis of intangible results, the value to the Government shall be comparable to those contributions receiving equivalent awards on the basis of tangible results. Award justifications shall set forth clearly the rationale supporting the recommended amount in terms of this award scale.

b. When a contribution results in both tangible and intangible benefits, the intangible benefits only need be recognized to the extent that the contribution is not awarded adequately based on the tangible benefits realized. This limitation particularly is relevant to contributions from which not only significant tangible benefits are realized but also intangible benefits in the form of safety improvements. When intangible benefits resulting from a contribution outweigh the tangible benefits insignificance, the award shall represent the total of the amounts derived from application of award scales A and B.

2. The minimum award for tangible benefits are granted only when the benefits reach or exceed \$250. The minimum award for intangible benefits requires a comparably high standard.

3. Recommendations for awards exceeding \$10,000 shall be submitted to the Office of the Deputy Assistant Secretary of Defense (civilian personnel Policy and Requirements), Office of the Assistant Secretary of Defense (Force Management and Personnel).

[illegible]